

NJ Department of Environmental Protection  
State Forestry Services

**Hourly Position**

<b>Title:</b>	Fiscal Assistant	<b>Salary:</b> \$13.00 - \$14.00/hr
<b>Closing Date:</b>	January 23, 2015	<b>Vacancies:</b> 1
<b>Location:</b>	501 East State Street, 4 <sup>th</sup> Floor, Trenton	
<b>Work Schedule:</b>	14 hours/week, weekdays, flexible hours and days. Potential for additional hours as needed	

**Position Information:**

Assist with many routine fiscal responsibilities such as:

- Process payment vouchers, purchase orders, waivers, cash receipts and other procurement/fiscal documents
- Maintain grant balances
- File
- Process billing
- Maintain federal grants progress reporting database
- Maintain various spreadsheets and databases
- Assist with federal grant applications and extension requests
- Other duties as assigned

**Knowledge/Skills**

Typing, computer data entry, ability to work with numbers, experienced with Access and Excel, ability to learn various Procurement/Fiscal Treasury Circulars

If you are interested in this position, please send a cover letter and resume to

[Gloria.Emmons@dep.nj.gov](mailto:Gloria.Emmons@dep.nj.gov)